EEO DISCRIMINATION ADMINISTRATIVE COMPLAINT PROCESS

FOR EEO COMPLAINT COUNSELING, CONTACT ONE

EEO SERVICES PROVIDED BY **OF THE FOLLOWING:** NAWCAD ➤ Deputy Equal Employment Opportunity Officer FOR(301) 342-6670, DSN 342-6670 NAVAIR HEADQUARTERS ➤ Discrimination Complaints Manager (301) 342-3650, DSN 342-3650 Complainant > TTY Users 45 DAYS TO CONTACT A COUNSELOR (301) 342-7193 IF ADR EXTEND TO 90 DAYS FOR 30 DAYS TO ALTERNATIVE CONDUCT FACT-FINDING* DISPUTE RESOLUTION Complainant 15 DAYS TO FILE A FORMAL COMPLAINT EEO Manager ACKNOWLEDGES RECEIPT OF COMPLAINT Counselor PREPARES REPORT EEO Manager ACCEPTS OR DISMISSES COMPLAINT Complainant IF ENTIRE COMPLAINT IS DISMISSED, COMPLAINANT HAS 30 DAYS TO APPEAL TO EEOC OFO Investigator IF ACCEPTED, INVESTIGATOR HAS 180 DAYS (FROM DATE FILED FORMAL) TO COMPLETE INVESTIGATION WITHIN 30 DAYS AFTER RECEIVING INVESTIGATOR'S EEOC REPORT, COMPLAINANT: 180 DAYS TO CONDUCT HEARING & ISSUE AN AJ DECISION 1. REQUESTS A HEARING FROM AN AJ 2. REQUESTS SECNAV DECISION WITHOUT A HEARING SECNAV 60 DAYS TO ISSUE FINAL ORDER 40 DAYS TO ISSUE FINAL ORDER OR APPEAL AJ DECISION TO EEOC OFO Complainant 30 DAYS TO APPEAL FINAL ACTION Note: * Complainant may grant 60-day extension. Complainant or Agency **EEOC** - Equal Employment Opportunity Commission, **OFO** - Office of Federal Operations, 30 DAYS TO REQUEST SECNAV - Secretary of the Navy, AJ - Administrative Judge RECONSIDERRATION BY EEOC OFO